



**State Controller's Office**  
**Personnel/Payroll Services Division**  
**Ad Hoc Committee on Human Resources**

**April 25, 2019**

**Program Management and Analysis Bureau (PMAB)**

❖ **Affordable Care Act (ACA) – Megan Vinson**

- Reminder: The change in process for the Covered California Employer Notification process, which is outlined in [Personnel Letter 19-008](#). We have on received a very small number of notifications to date, and it is very important to send the notices to the SCO.
- We ran a mass update of separations on April 3, 2019. Separations that could not be keyed are published on report PDA8758, available on [ViewDirect](#). Departments are asked to view and correct all instances of separations listed on report PDA8758. More information can be found on [Personnel Letter 19-009](#).

**Personnel and Payroll Services Bureau (PPOB)**

❖ **Civil Service (CS) Payroll – Samantha Stevens**

- As of April 1, 2019, Bryce Miller is now the manager over Civil Service Payroll (Lump Sum Deferral, Military Pay, and General Payroll) as well as Premium Pay and the Statewide Customer Contact Center.
- Since our last update in February, staff has processed 6,233 Std. 674 A/R's and 4,168 Std. 674's, this February to present. SCO hopes that with the reorganization that productivity will steadily increase.
- Management is currently reorganizing and restructuring the workload. By taking this action, we are confident that the reorganization of teams will allow us to work towards eliminating the backlog.
- Std. 674 Reminders:
  - Please check appropriate box on the Std. 674/674 A/R so that the document is routed properly.
  - Be sure to complete Section B on the Std. 674/674 A/R
  - Remember to sign the Std. 674/674 A/R before sending it to the SCO.

❖ **Civil Service (CS) Disability – Karin Johnson-Anderson**

- Reminder to use the correct [Std. 674D](#) revise date 6-2013 located on the SCO website under Human Resources/Forms and the DGS Website.
- We are working on Green Cycle efficiencies.
- Faxing during Green cycle: If a document is faxed again *at all* please put, inquiry/correction/2nd request.
- Faxes are only accepted during green cycle or if requested, all other documents should be mailed.
- Disability Fax# is 916-327-7205
- Frequent Green Cycle call topics information:

- IDL- Regular Pay and IDL pay cannot be keyed the same day. If you only see the Regular Pay keyed, no need to call. The IDL will be keyed the next day.
- Any master pay that needs hours/days transferred cannot be done during the Green cycle. Additional pay will release during the green cycle but the transfer of hours has to wait until Green cycle is complete and done after the no cycle day
- Progress is being made on the inventory backlog. The team will be doing inventory blitz's at least twice a month to reduce the back log.
- If your agency has a direct phone extensions, please make sure it is listed on any communication (e.g. 674D/PR250). It makes it difficult to contact the specialist in a phone tree without their extension.

### **California State Payroll System (CSPS) – Bernie Schultz**

- Future State Flows Review With Subject Matter Experts:
  - Personnel Administration - Complete
  - Time and Attendance - Complete
  - Benefits Administration - Complete
  - Payroll - 04/29 – 05/09
- Mid-Level and Detailed Requirements:
  - Personnel Administration - Mid-Level: 10 Detailed: 48
  - Time and Attendance - Mid-Level: 9 Detailed: 37
  - Benefits Administration – Mid-Level: 0 Detailed: 1
  - General System – Mid-Level: 1 Detailed: 310
  - Employee Self Service - Mid-Level: 51 Detailed: 91
  - Security – Mid-Level: 136 Detailed: 424
- Market Research:
  - Vendor outreach happened April 5<sup>th</sup>.
  - Attended by 58 participants from various vendors.
  - The meeting was well received and the dialogue from the vendor community is very useful in future considerations.
  - There will be more of these outreach activities with vendors centered around the RFI.